

Section III

Example Scoping Letters

Section III

Example Scoping Letters

Scoping invitation letters and scoping documents were sent to agencies, elected officials, community organizations and airport/airline representatives. This section includes samples of the Scoping invitation letters. In total, 486 scoping letters were mailed to invite individuals to attend scoping meetings. In addition, 91 letters were sent to Chicagoland mayors inviting them to an informational meeting that was conducted on August 29, 2002.

<FAA LETTERHEAD>
Agency Scoping Letter

July 19, 2002

[Click **here** and type recipient name]
[Click **here** and type company name]
[Click **here** and type company address]
[Click **here** and type company address]

RE: O'Hare Modernization Program
Environmental Impact Statement – Agency Scoping Meetings

Dear [Click **here** and type recipient name]:

The Federal Aviation Administration (FAA) intends to prepare an Environmental Impact Statement (EIS) for the proposed O'Hare Modernization Program (OMP) at Chicago O'Hare International Airport. In preparation of the EIS, the FAA is seeking early involvement and consultation with Federal, state, and local government agencies.

You are invited to attend an agency scoping meeting at which the proposed development, the alternatives, and the purpose and need for the proposed development will be discussed. The FAA published a notice of intent in the *Federal Register* on July 17, 2002 to prepare an EIS and to hold scoping meetings. Additionally, notices were published in the *Chicago Tribune*, *Chicago Sun-Times*, *Daily Herald* and *Daily Southtown* on July 19, 2002. The purpose of these meetings is to determine key environmental issues to be addressed in the EIS and to identify any significant issues related to the proposed development.

For your convenience, two agency scoping meetings will be held, one in Springfield and one in Chicago, at the following locations:

August 19, 2002

Illinois Department of Transportation
Auditorium Conference Room
2300 South Dirksen Parkway
Springfield, Illinois
10 a.m. to 1 p.m.

August 20, 2002

Metcalf Federal Building
77 West Jackson Boulevard
Lake Ontario Room, 12th Floor
Chicago, Illinois
10 a.m. to 1 p.m.

We request notification if you plan to attend one of the above meetings so we can plan the conference space accordingly. Please respond to Michael W. MacMullen at (847) 294-7522 by

August 12, 2002 and indicate which meeting you plan to attend as well as the number of persons from your agency who plan to attend.

In addition to the agency scoping meetings, the FAA will hold two public scoping meetings at the following locations:

August 21, 2002

Fountain Blue Banquets
2300 Mannheim Road
Des Plaines, Illinois
4 p.m. to 8 p.m.

August 22, 2002

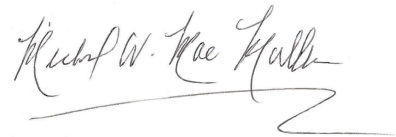
Avalon Banquets
1905 East Higgins Road
Elk Grove Village, Illinois
4 p.m. to 8 p.m.

For your review, enclosed is a Scoping document that briefly describes the proposed project. Also enclosed for your use is a comment form if you are unable to attend. Written comments and recommendations may be sent to the following address or via email by close of business on Friday, September 13, 2002.

Mr. Michael W. MacMullen
Airports Environmental Program Manager
Federal Aviation Administration
Chicago Airports District Office
2300 East Devon Avenue
Des Plaines, Illinois 60018
(michael.w.macmullen@faa.gov)

Please do not hesitate to contact me if you have any questions regarding the EIS scoping process at (847) 294-7522.

Sincerely,



Michael W. MacMullen
Federal Aviation Administration

Z:\Chicago\ORD\OMP\Environmental\scoping\agency notification ltr_chin.doc

<FAA LETTERHEAD>
Public Scoping Letter

July 19, 2002

[Click **here** and type recipient name]
[Click **here** and type company name]
[Click **here** and type company address]
[Click **here** and type company address]

RE: O'Hare Modernization Program
Environmental Impact Statement – Public Scoping Meetings

Dear [Click **here** and type recipient name]:

The Federal Aviation Administration (FAA) intends to prepare an Environmental Impact Statement (EIS) for the proposed O'Hare Modernization Program (OMP) at Chicago O'Hare International Airport. In preparation of the EIS, the FAA is seeking early involvement and consultation with Federal, state, and local government officials, and interested members of the public.

You are invited to attend a public scoping meeting at which the proposed development, the alternatives, and the purpose and need for the proposed development will be discussed. The FAA published a notice of intent in the *Federal Register* on July 17, 2002 to prepare an EIS and to hold scoping meetings. Additionally, notices were published in the *Chicago Tribune*, *Chicago Sun-Times*, *Daily Herald* and *Daily Southtown* on July 19, 2002. The purpose of these meetings is to determine key environmental issues to be addressed in the EIS and for identifying any significant issues related to the proposed development.

The FAA will hold two public scoping meetings at the following locations:

August 21, 2002

Fountain Blue Banquets
2300 Mannheim Road
Des Plaines, Illinois
4 p.m. to 8 p.m.

August 22, 2002

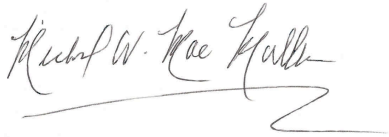
Avalon Banquets
1905 East Higgins Road
Elk Grove Village, Illinois
4 p.m. to 8 p.m.

The public will have the opportunity to submit oral comments and written comments at both public meetings. In addition, written comments may be sent to the address below or via e-mail by close of business on Friday, September 13, 2002. Enclosed for your use is a comment form if you are unable to attend.

Mr. Michael W. MacMullen
Airports Environmental Program Manager
Federal Aviation Administration
Chicago Airports District Office
2300 East Devon Avenue
Des Plaines, Illinois 60018
(michael.w.macmullen@faa.gov)

Please do not hesitate to contact me if you have any questions regarding the EIS scoping process at (847) 294-7522.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. MacMullen", with a long, horizontal, wavy line extending from the end of the signature.

Michael W. MacMullen
Federal Aviation Administration

Z:\Chicago\ORD\OMP\Environmental\scoping\electd officials_organization notification ltr_chin.doc